

COUNTY OF MONO

PERSONNEL POLICIES AND PROCEDURES
HANDBOOK



PREPARED BY
OFFICE OF THE COUNTY COUNSEL
NEIL B. VAN WINKLE
COUNTY COUNSEL/ADMINISTRATIVE ASSISTANT
JANUARY, 1982

(Original and second draft compilation by
Steve Cain, Legislative Intern)

ADOPTED 2-16-82
RESOLUTION NO. 82-27



100





Revised 1-27-82

82-27

RESOLUTION NO. _____
BOARD OF SUPERVISORS, COUNTY OF MONO

ADOPTING PERSONNEL POLICIES AND
PROCEDURES HANDBOOK

WHEREAS, there is a need to adopt a Handbook explaining the rules and policies affecting current and future County employees and their job with Mono County; and

WHEREAS, there is a further need to relate how each County position fits into the overall organization of County Government and the procedures that should be followed to make each employee's job with the County long, fulfilling and enjoyable; and

WHEREAS, there is a further need to explain Mono County's affirmative action plan and the Mono County merit system.

NOW, THEREFORE, BE IT RESOLVED that the Personnel Policies and Procedures Handbook referenced January 1982 "County of Mono Personnel Policies and Procedures Handbook" is hereby approved and adopted.

BE IT FURTHER RESOLVED that all County Department Heads shall provide a copy of said Handbook to each of their respective employees, who shall execute a receipt for same in the form and style attached hereto as Exhibit "A" with said receipt to be filed in the individual employee's personnel folder; and

BE IT FURTHER RESOLVED that each County Department Head shall insure that each new County employee hired into their respective Departments shall be provided with, and receipt of acceptance of the Handbook prior to commencement of first day of employment with the County.

BE IT FURTHER RESOLVED that all departments shall communicate from time to time all proposed changes and amendments to the Handbook to the Office of County Counsel/Administrative Assistant which said office shall be responsible for effectuating amendments, when necessary.

Revised 1-27-82

Resolution 82-27

1 PASSED AND ADOPTED this 16th day of February, 1982

2 by the following vote of said Board:

3 AYES: Supervisors Jencks, Johnson, Maner, Reid, Stanford

4 NOES: None

5 ABSENT: None

6 ABSTAINED: None

7

8

9

10

E. L. MANER, CHAIRMAN
BOARD OF SUPERVISORS
COUNTY OF MONO

11

12 ATTEST: Marjorie E. Peigne
Clerk to the Board

13

14

15 By Colleen Stone
Deputy Board Clerk

16

17

18

APPROVED AS TO FROM:

19

NEIL B. VAN WINKLE
County Counsel/Admin. Asst.

20

Dated: January 27, 1982

21

22

23

24

25

26

27

28

29

30

31

32

TABLE OF CONTENTS

	<u>Page</u>
PREFACE.....	1
CHAPTER ONE - EARLY MONO COUNTY.....	2
CHAPTER TWO - GOVERNMENTAL FRAMEWORK.....	4
BOARD OF SUPERVISORS.....	4
ORGANIZATION.....	4
CHAPTER THREE - AFFIRMATIVE ACTION PLAN.....	5
PURPOSE.....	5
EMPLOYEE RESPONSIBILITIES.....	5
QUESTIONS/COMPLAINTS.....	5
CHAPTER FOUR - MONO COUNTY MERIT SYSTEM.....	6
PURPOSE.....	6
POSITION CLASSIFICATION.....	6
CLASSIFICATION STUDIES.....	6
PERFORMANCE EVALUATION.....	7
PERSONNEL RECORD.....	8
CHAPTER FIVE - WORK PATTERNS & CONDITIONS OF EMPLOYMENT.....	9
EXISTING POSITION-PROMOTION FROM WITHIN DEPARTMENT...	9
EXISTING POSITION-INTERDEPARTMENTAL TRANSFER.....	9
NEW POSITIONS.....	9
PART-TIME/TEMPORARY EMPLOYMENT.....	9
PERMANENT PART-TIME.....	9
ALL POSITIONS.....	9
ESTABLISHED LIST.....	9
TEMPORARY PART-TIME - "ON CALL LIST".....	9
RECRUITMENT.....	10
ANNOUNCEMENT.....	10
AREA OF RECRUITMENT.....	10
APPLICATIONS.....	10
SELECTION PROCEDURES.....	10

	<u>Page</u>
MINIMUM QUALIFICATIONS, CERTIFICATES, DOCUMENTARY EVIDENCE.....	10
CAUSES FOR DISQUALIFICATION.....	10a
APPLICANT NOTIFICATION.....	10a
APPLICANT INTERVIEW.....	10a
ELIGIBLE LISTS.....	10a
APPOINTMENT PROCEDURE.....	11
EMERGENCY APPOINTMENTS.....	11
EMPLOYEE STATUS.....	11
PROMOTIONS.....	12
TRANSFERS.....	13
INTRADEPARTMENTAL TRANSFERS.....	13
TEMPORARY TRANSFERS.....	13
VOLUNTARY DEMOTION.....	14
RECLASSIFICATION.....	14
RESIGNATIONS.....	15
LAYOFFS.....	15
LAYOFF PROCEDURE.....	15
REEMPLOYMENT/REINSTATEMENT.....	16
CHAPTER SIX - WORKING CONDITIONS.....	17
WORK HOURS AND OVERTIME.....	17
PAYROLL PERIODS.....	17
HOLIDAYS.....	17
TRAVEL.....	18
MEALS.....	19
HOTELS/MOTELS.....	19
ATTENDANCE RECORDS AND REPORTS.....	19
SICK LEAVE.....	19
WORKERS' COMPENSATION.....	20
VACATION WITH PAY.....	21
LEAVE OF ABSENCE DUE TO DEATH OR CRITICAL ILLNESS IN FAMILY.....	22

	<u>Page</u>
LEAVE OF ABSENCE WITHOUT PAY.....	22
MILITARY LEAVE OF ABSENCE.....	23
JURY DUTY AND COURT APPEARANCES.....	23
UNAUTHORIZED ABSENCE.....	24
VOLUNTARY PUBLIC SERVICE.....	24
POLITICAL ACTIVITY.....	24
ELECTIVE BOARD.....	24
STRIKE OR WORK STOPPAGE.....	25
OUTSIDE EMPLOYMENT/RESTRICTIONS.....	25
OUTSIDE EMPLOYMENT/PROHIBITED WHEN.....	25
OUTSIDE EMPLOYMENT/WRITTEN DISCLOSURE.....	26
EMPLOYEE RIGHTS.....	26
EMPLOYEE RESPONSIBILITIES.....	26
CHAPTER SEVEN - GRIEVANCE PROCEDURE.....	27
PURPOSE OF PROCEDURE.....	27
GRIEVANCE/DEFINITION.....	27
PERSONNEL APPEALS BOARD.....	27
GOVERNING POLICIES.....	27
GRIEVANCE PROCEDURE.....	28
GRIEVANCE/CONFIDENTIALITY.....	29
* CHAPTER EIGHT - DISCIPLINARY ACTION.....	30
CAUSE FOR DISCIPLINARY ACTION.....	30
CATEGORIES OF PUNITIVE DISCIPLINE.....	31
PROCEDURAL DUE PROCESS/LEGAL REQUIREMENTS.....	32
REQUIRED PROCEDURES.....	33
DISCIPLINARY APPEALS.....	34
RECORD OF DISCIPLINARY ACTION.....	35

Page

EXHIBITS

EXHIBIT A - ORGANIZATION CHART.....	36
EXHIBIT B - STEP RANGES.....	37
EXHIBIT C - REPORT OF PERFORMANCE EVALUATION.....	39
EXHIBIT D - APPLICATION FOR EMPLOYMENT.....	41
EXHIBIT E - SUPERVISOR'S REPORT OF ACCIDENT.....	46
EXHIBIT F - MODIFIED WORK ASSIGNMENT AGREEMENT.....	47
EXHIBIT G - NOTICE OF PROPOSED DISCIPLINARY ACTION...	48
EXHIBIT H - NOTICE OF INFORMATION ADMINISTRATIVE HEARING.....	50
EXHIBIT I - NOTICE OF FINAL DISCIPLINARY ACTION.....	51

*Note: All Department Heads have been provided with a separate detailed handbook on personnel evaluation and disciplinary procedures referred to as "Handbook on Personnel Evaluation and Disciplinary Procedures".

PREFACE

This Manual is designed to explain the rules and policies that affect you and your job with Mono County. Its general goal is to introduce you to the history and organization of Mono County's government, established employment patterns and procedures, as well as the responsibilities, obligations, benefits and opportunities intrinsic in being a County employee.

Of course, this publication is not intended to address all aspects of County employment; to do so would require countless volumes of detailed rules and regulations. Use this Manual as a general reference guide. For specific County ordinances, please refer to Chapters 2.60.010 et seq. of the Mono County Code.

After reviewing the appropriate chapters, you should have an accurate understanding of how your job fits into the overall organization and the procedures that should be followed to make your job with this County long, fulfilling and enjoyable.

The provisions of this Manual shall apply to all County employees subject to the following exceptions:

- A. Should a conflict exist between the provisions of this Manual and the duties, rights and obligations of any elected official pursuant to any state or federal law, the provisions of such state or federal law shall prevail to the extent inconsistent with this Manual.
- B. The provisions of this Manual shall in no way preclude or prevent the filing of an appeal to any local, state or federal agency should such right exist prior to the effective date of this Manual.
- C. Should the County negotiate and execute an MOU (memorandum of understanding) with any employee group, employee representation or employee association, and should any of the provisions of the MOU conflict with the provisions of this Manual, then, in that event, the provisions of the MOU shall control. To the extent that the provisions of any such MOU do not conflict with or relate to, the provisions of this Manual and/or the policies of the department(s) whose employees have entered into, such MOU shall control.

CHAPTER ONE

EARLY MONO COUNTY

The Indian meaning of the word "Mono" is "beautiful," and the County is popularly supposed to have derived its name from the natural beauty of this area.

Mono County's early history is one greatly shared by many California mountain counties and is best described in a passage written by the Board of Supervisors of Mono County in 1908:

Mono County was created April 24, 1861. Attention was first attracted to this section of the State by Indians carrying reports to the outside world that Mormons from Nevada were washing out gold in what is now known as Dogtown Creek, about seven miles from the present town of Bridgeport. These reports becoming more frequent, a small band of prospectors set out for the new field in the spring of 1857, and for some time the creek was worked successfully, gold in considerable quantities being taken out. Later in the same year the Mono Diggings were discovered a few miles south of the first discovery. The richness of this strike soon brought other prospectors into the county; rich quartz was found, and promising properties were opened up, only to be abandoned later when reports of the almost fabulous wealth of Aurora camp became noised about. Aurora, made famous by Mark Twain in his stories of frontier life, for years enjoyed a prosperity that few latter-day mining camps experience.

At that time Aurora was supposed to be in Mono County, and for years was the county seat. It was not until Nevada was admitted as a State and the lines established, that the mistake was discovered. A special election was called for June 14, 1864, to locate a new county seat. The choice lay between Owensville (now in Inyo County) and Bridgeport, and the contest was a bitter one. Bridgeport proved the favorite, and the records were removed from Aurora, the minutes of the Board of Supervisors showing that the first meeting of that body in the new county seat was held September 1, 1864.

During the height of Aurora's boom, rich strikes were made around Bodie, but comparatively little was done here until 1877, when Bodie enjoyed a boom similar to Aurora's, between twenty-five and thirty mines being opened up and worked for many years.

In the meantime strikes in other portions of the county were being made. The most meager reports were sufficient to cause a rush from one section of the county to another, and small villages and settlements, ranging in population from twenty-five to several hundred, were quite numerous.

Early in the mining excitement, those with a leaning toward agricultural pursuits were quick to see the possibilities of the valley lands for production, and soon a large acreage was under cultivation, notably in the Bridgeport and Antelope Valleys. Prices for farm products were high, and with the opportunities for money making in this line it was not long before the ranching interests of the county became quite extensive.

With the increasing demand for lumber, sawmills were started up in the timber belt, and this industry was indirectly the cause of the

founding of Bridgeport. The first house was erected here in 1863, but previous to that it had been a camping ground for teamsters hauling lumber from the mills to Aurora, Bodie and other camps.

As is usual on the frontier, along with the man of industry came the gambler and the bully. The swaggering "Bad Man From Bodie," guns in plain sight and ready for instant use, was a type many times repeated. "Gun fights" were frequent and the "man for breakfast" was a common event.

The change from this condition to one of law and order was gradual; but complete. The "bad" men were driven out or laid to rest until there remained but the law-abiding, upright citizens that form the nucleus of the county's present population - men who aim for the upbuilding of the county and the people's welfare.

Although some would argue the statement that all the bad men have been driven out or laid to rest, few would question that Mono County has developed into something more than a chain of gold mining towns.

Recreational, agricultural, governmental and, of course, mining interests, have made Mono County a permanent spot on the map of California.

CHAPTER TWO

GOVERNMENTAL FRAMEWORK

BOARD OF SUPERVISORS. Mono County is a general law county. It is governed by a five member Board of Supervisors elected by the voters of each of the County's five supervisorial districts. The Board represents the voters of Mono County and, therefore, exercises executive powers in policy and legislative matters throughout the entire area of the County. The Board of Supervisors is assisted in its administrative functions by the County Counsel/Administrative Assistant and his staff.

The Board of Supervisors meets in regular sessions the first four Tuesdays of each month. The first three meetings are conducted in the Mono County Courthouse, Bridgeport. The last regular meeting is held in the Mammoth Lakes Community Center, Mammoth Lakes. Under particular circumstances, the Board of Supervisors will meet in special sessions. The location of these meetings is posted in advance. Less executive sessions, all meetings of the Board of Supervisors are open to the public.

ORGANIZATION. Mono County government is organized into a system of departments, commissions and boards. Through the direction of the Board of Supervisors, these agencies provide a wide variety of services for the citizens of Mono County: from hospital, highways and recreation to airport management, public health and sheriff.

The organization chart illustrates the departmental breakdown of the County Government. Departments are headed either by elected officials or officials appointed by the Board of Supervisors. Boards and Commissions are appointed by the Board of Supervisors and generally act in advisory capacities. (See Exhibit "A")

CHAPTER THREE

AFFIRMATIVE ACTION PLAN

PURPOSE. The purpose of Mono County's Affirmative Action Plan is to assure that applicants are employed, and that employees are treated during employment, without regard to age (40+), ancestry, color, marital status, medical condition (cancer related), national origin, physical handicap, race, religion, or sex. It is also designed to provide organization and resources to administer the Equal Employment Opportunity program in a positive and effective manner.

This policy shall apply to recruitment, employment, promotion, transfer, demotion, lay-off and termination.

EMPLOYEE RESPONSIBILITIES. To effectively implement this plan, the responsibility is fixed at all levels of supervision and shared by all employees. The County Affirmative Action Coordinator (County Counsel/Administrative Assistant) will coordinate all efforts of this plan, including gathering and monitoring departmental data and reporting to the Board of Supervisors all significant developments in this area; keeping the Board of Supervisors and department head current in all legislation in the area of equal employment opportunity; receiving from the Affirmative Action Committee and investigating complaints of alleged discrimination; and reporting findings to the Affirmative Action Committee.

Department heads are required to monitor their work force for opportunities to effect affirmative action in accordance with goals and timetables set in this County plan. They will see that employees are informed of the County's equal opportunity policy. First and second level supervisors shall be aware of their department and County goals and make every effort to meet these goals within the established timetable.

The Affirmative Action Committee, comprised of a cross-section of county employees and community members has the following responsibilities: to assist and advise the Board of Supervisors in auditing progress and good faith efforts in the implementation of the Affirmative Action Plan for the County; to hear complaints of alleged discrimination and refer them to the Affirmative Action Coordinator for investigation; to report the Affirmative Action Committee's findings with recommendations to the Board of Supervisors; and to recommend programs and activities to meet the goals and objectives of the County plan.

QUESTIONS/COMPLAINTS. Questions regarding this plan, or the County-wide programs and/or complaints of unfair employment practices should be directed to the County Affirmative Action Coordinator or any member of the Affirmative Action Committee. Formal complaints of violations and/or any questions not resolved at the departmental level should be brought to the attention of the County Affirmative Action Coordinator or Mono County Board of Supervisors who act as the Personnel Appeals Board.

CHAPTER FOUR

MONO COUNTY MERIT SYSTEM

PURPOSE. The Mono County Merit System was established as a means of assuring the use of merit in County employment, of promoting efficiency in the conduct of County business, and of assuring fair and impartial treatment to all employees and applicants for employment in the classified service.

POSITION CLASSIFICATION. In Mono County's Merit System, all positions are classified according to their duties and responsibilities. These classifications are descriptive and not restrictive. Positions which are similar with regard to the kind of work done and the level of difficulty and responsibility involved are placed in the same class and are treated alike for purposes of recruitment, examination, transfer, pay, etc. This system of job classification is graphically described below.

<u>EMPLOYMENT STANDARDS</u>				
<u>CLASS TITLE</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>	<u>TYPING</u>	<u>PAY RANGE</u>
Clerk Typist I	12th Grade	1 year	40 wpm	\$ 836-1016
Clerk Typist II	12th Grade	1 year	45 wpm	921-1121
Secretary I	12th Grade	3 years	60 wpm	1067-1298
Legal Secretary	12th Grade	4 years	60 wpm	1093-1331
Senior Legal Secretary	12th Grade	5 years	70 wpm	1364-1700

From this chart you will observe that the Legal Secretary position requires only a 12th grade education plus 3 years of experience and the ability to type 60 words per minute. The salary for this classification is designated as Range 40. The Senior Legal Secretary classification, on the other hand, requires a 12th grade education plus 5 years of experience and the ability to type 70 words per minute. Since the requirements are higher, the salary (Range 49) is also higher. Moreover, by comparing the Administrative Clerk I with the Legal Secretary, you will see that the latter type of work is considered more responsible and is, therefore, more highly compensated.

In similar fashion all of the more than 120 classifications represented in the County's Classified Service are grouped according to the education and experience required and the level of responsibility of the work. And, of course, salaries are determined accordingly. All department heads filling positions requiring measurable skills shall, as a condition of hiring, provide the necessary testing to measure minimum skills required by the position job description.

CLASSIFICATION STUDIES. An important feature of this system of job classification is the provision which is made for classification studies. Since the duties and responsibilities assigned to any one position may change, Mono County has established a procedure for reviewing the classification given to positions. If your assignments change so much that your classification no longer seems to describe the work you do, you should consult with your immediate supervisor or department head.

Within each classification there is a five step pay range. Each step upward, within a classification, demands more knowledge and experience. There is a 3% increase in salary between successive steps. When an individual is awarded a higher, new classification, employee is guaranteed at least a 3% increase in employee's present salary, even though the regular entrance rate for the new job is less than employee has been receiving in the lower position. (See Exhibit "B")

An employee's eligibility for a step increase is determined by employee's anniversary date. If one is hired after the fifteenth of the month, the first day of the following month is employee's appointment date. For an individual hired on or before the fifteenth of the month, the first day of the month is employee's appointment date. Step increases are not automatic but are given only upon affirmative recommendation of the department head. Less the probationary period, if an employee's work is satisfactory, employee will normally progress one step each year until employee is earning the maximum salary for employee's job.

An annual review of the salary structures of Mono County and other counties is conducted. As soon as deemed appropriate by the Board of Supervisors, the salaries of County employees are adjusted appropriately.

PERFORMANCE EVALUATION. All employees, regardless of their specific status, are subject to performance evaluations. The performance evaluation is intended as a basic tool to improve supervision, to let management and the employee know how the employee is getting along, and to establish a basis for consideration in approving transfers, promotions, demotions, layoffs, reinstatements, discharges, and other personnel transactions. Evaluations are made by the employee's immediate supervisor.

To achieve consistency and assure that all crucial areas of performance are addressed, the approved report of performance evaluation (see Exhibit "C") is utilized for all assessments. This form is obtainable from either the department head or the auditor's office.

During the period of probationary employment, the department head or immediate supervisor is required to evaluate the performance of the probationary employee as frequently as necessary to ascertain whether employee has been properly performing the required responsibilities and duties. There shall be no less than three such evaluations within the six month probationary period, each evaluation to be completed at least five working days prior to the completion of each successive two month period commencing with the date of employment.

Permanent employees, including appointed department heads, whether part-time or full-time should be evaluated on a systematic basis at least once per year. Temporary employees should be evaluated at the end of six months or the end of service, whichever is first.

Each of the seven categories of performance evaluation contains several factors which will be rated as "Strong," "Satisfactory," or "Weak." All factors are then taken together in determining the rating for that category as "Outstanding," "Competent," "Improvement Needed" or "Unsatisfactory." Commentary is necessary on all ratings except "Competent." The criteria employed to determine the employee's rating is delineated in Chapter 1 "Handbook on Personnel Evaluation and Disciplinary Procedures," pp. 6-12, item 1-7i).

The department head and employee will discuss each performance evaluation. Each employee shall receive a written copy of the evaluation at the time it is reviewed with employee. The employee will be allowed to make written statements addressing employee's evaluation. The evaluation form and employee's statement must be signed by the subject employee. A copy of the performance evaluation, the employee's written statement and all amplifying documents and records will

be made a permanent part of the employee's personnel record. If the department head determines that an employee's performance is unsatisfactory, the department head is expected to take appropriate and immediate steps to assist the employee rated as unsatisfactory to improve. Failure by the employee to show satisfactory effort and improvement, if substantiated, will be considered as evidence in subsequent disciplinary actions.

If a permanent part-time or full-time employee is dissatisfied with employee's rating, employee may appeal the rating in writing to the County Personnel Appeals Board within ten days after the date of the report, only after first discussing the rating with the department head. A rating of "Unsatisfactory" may further be appealed by following the County's grievance procedures. All other employees do not have the right to appeal.

PERSONNEL RECORD. A personnel record of each employee and employee's position(s) is to be maintained and shall include a record of all appointments, evaluations and subsequent changes in classification or compensation of each employee in the classified service, positions held, salaries received, vacation, sick leave, disciplinary action and such other related information as the department head may consider appropriate. This record shall be maintained and continued in the office of the department head or of the person or persons designated by the Board of Supervisors to fulfill the purposes required by the responsibilities for personnel control delegated to that office by the Board of Supervisors. The employee has access to employee's personnel file. This record is subject to review only by the employee, department head and personnel board.

All entries in the employee's personnel folder must be acknowledged by the employee. The employee should be asked to sign the document. If the employee refuses, the refusal shall be noted on the document, dated, and signed by the Supervisor.

CHAPTER FIVE

WORK PATTERNS & CONDITIONS OF EMPLOYMENT

EXISTING POSITION - PROMOTION FROM WITHIN DEPARTMENT. Qualified existing permanent County employees can be promoted from within their Department by the Department Head where the position is an existing approved position - no advertisement is required.

EXISTING POSITION - INTERDEPARTMENTAL TRANSFER. Vacancies in existing approved positions shall be first opened to other qualified permanent County employees. The Department Head shall give notice of the vacancy to all County employees by special notice to all Department Heads of the vacancy. County employees shall have no less than ten (10) days from the date of the notice to make formal application. In the event the position cannot be filled by interdepartmental transfer, i.e., no County employee applications or no qualified County employee, then and in such event, the position shall be advertised twice in two official newspapers published within the County.

NEW POSITIONS. New positions shall be advertised a minimum of two times in the official newspapers published within the County. Existing permanent County employees shall be given every consideration on a promotional and/or interdepartmental transfer, if they are qualified applicants, for new positions.

PART-TIME/TEMPORARY EMPLOYMENT. Part-time/temporary employment (extra help) shall be paid on an hourly rate and shall not exceed six (6) months continued employment. Advertising required when employment exceeds thirty (30) work days.

PERMANENT PART-TIME. Permanent part-time employment shall require a minimum of two advertisements in two official newspapers published within the County when vacancy occurs or when new positions are created.

ALL POSITIONS. If a Department has advertised the classified position within the last twelve (12) months, has interviewed applicants, and has established a list of qualified applicants who have been interviewed and were advised of placement on the list, then and in such event, the position shall be filled from said list without further advertising.

ESTABLISHED LIST. If a Department, other than the Department with the vacancy, has established a qualified list covering the same open classification (vacancy) in another Department the Department Head seeking to fill a vacancy in the same classification shall be given access to the list and may fill the vacant position from the list established by another Department Head.

TEMPORARY PART-TIME - "ON CALL LIST". In recognition of the County's need for temporary part-time help from time to time, the County shall establish and maintain a temporary part-time "on call list" in the County Auditor's Office. The Auditor shall prepare and publish in the two County official newspapers an ad every six (6) months, soliciting applications from County residents interested in temporary part-time employment in any of the County's classified job positions on an "on call" basis. The list shall be maintained on a current basis and all Department Heads shall have access to and refer to the "on call" list for their temporary part-time help.

RECRUITMENT. The County Counsel/Administrative Assistant, subject to Board of Supervisors approval, shall establish recruiting procedures and techniques which, within practical limitations of budget and time, will secure qualified individuals to apply for employment in the County service. All such recruiting procedures and techniques shall be in conformity with all applicable County provisions and all pertinent state and federal laws and regulations.

ANNOUNCEMENT. The department head shall direct the preparation of announcements for employment selection procedures. Each announcement shall state the duties and salary range of the class; the method of evaluating the education, experience and personal qualifications of the competitors; the place and date to file applications; the date of selection procedures; and such additional information as may be appropriate. Each announcement shall be duly advertised at least twice in two Mono County newspapers and posted throughout the County.

AREA OF RECRUITMENT. The department head shall determine whether the area of recruitment shall be within the department, within the County service, within the Mono County area, or within such area beyond Mono County as the department head deems proper.

APPLICATIONS. An Application for Employment (see Exhibit "D") must be filed in the office of the department recruiting the position within the time and in the manner specified in the announcement. This application may be obtained from the department head or auditor's office. The time for filing applications may be extended by the department head as the needs of the service require. A separate and complete application shall be necessary for each classification for which a selection procedure is held unless a previous application shall have been on file for a period less than one year. All applications shall be signed. Under no circumstances will applications be returned to the applicants. The names of applicants shall not be made public.

SELECTION PROCEDURES. The department head shall schedule selection procedures as the current and anticipated needs of the service require with due consideration to current departmental workload. Scheduled selection procedures may be postponed or cancelled or the closing date extended by the department head by notifying all persons affected and posting public notice.

Selection procedures shall be competitive and of such character as fairly to test and determine the qualifications, fitness and ability of competitors actually to perform the duties of the class of positions for which they seek appointment including, if deemed necessary and appropriate, written tests, oral tests, performance tests and tests of physical strength, stamina and dexterity. A selection procedure shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities or when a single applicant is scored against a fixed standard.

MINIMUM QUALIFICATIONS, CERTIFICATES, DOCUMENTARY EVIDENCE. The department head shall establish minimum qualifications for determining the fitness and qualifications of applicants for each class of position and for temporary appointments. For such purposes, the department head may require such certificates of citizens, physicians, public officers or others having knowledge of the applicant as the

good of the service may require. Such minimum qualifications shall be reasonably related to successful job performance in the class in which an applicant seeks employment. At the point of hire (the point of hire is reached when the employer has decided to hire and so informs the applicant), the department head may require necessary documentary evidence of age, citizenship, honorable discharge from the armed forces of the United States, possession of valid licenses for various purposes or other evidence of identification, fitness and qualifications. Medical examinations are required for certain positions so as to assure that the new employee is able to meet the physical demands of the positions for which employee has applied. The medical examination is free to the prospective employee. If appropriate, the appointed candidate is only considered ready for duty after satisfactorily passing the medical examination.

CAUSES FOR DISQUALIFICATION. The department head may take inquiry into the past record of competitors and shall disqualify any whose record or reputation, in the judgment of the department head, warrant such action. The department head may refuse to declare as an eligible or may withhold or withdraw from certification prior to appointment, anyone who comes under any of the following categories:

- (a) Lacks any of the minimum qualifications established for the examination or position for which applicant applies.
- (b) Is physically or mentally so disabled as to be rendered unfit to perform the duties of the position to which applicant seeks appointment.
- (c) Is addicted to the excessive use of intoxicating beverages.
- (d) Is addicted to the use of narcotics or habit forming drugs.
- (e) Has been convicted of a felony, or convicted of a misdemeanor involving moral turpitude.
- (f) Has been dismissed from any position for any cause which would be a cause for dismissal from the County service.
- (g) Has resigned from any position not in good standing or in order to avoid dismissal.
- (h) Has intentionally attempted to practice any deception or fraud in applicant's application, in the selection procedure or in securing eligibility.
- (i) Has failed to reply within a reasonable time, as specified by the Board, to communications concerning applicant's availability for employment.
- (j) Has made himself or herself unavailable for employment by requesting his/her name be withheld from certification.
- (k) Is, in accordance with Board rules, found to be unsuited or not qualified for employment.

APPLICANT NOTIFICATION. Each applicant shall be notified of the approval or disapproval of applicant's application, in writing by the department head within ten days after the close of the recruitment period.

APPLICANT INTERVIEW. All applicants who have met the minimum qualifications and who have not been disqualified, shall be interviewed by the department head as soon as possible.

ELIGIBLE LISTS. The department head shall establish an eligible list of persons who have passed the oral interview and met all the minimum qualifications requisite to the performance of the duties of the position for which the selection procedure was conducted. Applicants whose names appear on an active eligibility list shall be given first consideration on employment. The job announcement shall make reference to the one-year eligibility list.

The employment list shall be valid for one year unless the eligibility is extended by the department head. Established eligibility list applicants shall be notified by the department head on all expirations and extensions of the eligibility list. The names of eligibles may be removed from an eligible list for the following reasons:

- (a) For any cause of disqualification.
- (b) On evidence that the eligible cannot be located by the postal authorities.
- (c) On receipt of a statement from the eligible declining an appointment or stating that eligible no longer desires consideration for a position within the County.
- (d) After refusal of three offers of appointment to the class for which the eligible list was established.
- (e) For failure to respond within stipulated time after notice of certification, without suitable explanation.
- (f) After three certifications for appointment to a position have failed to result in selection in any one or more offices or departments, with appointments in at least two of the certifications being made of persons lower in rank on the eligible list.
- (g) For inability to meet physical demands of the position.

Where no eligible list is in existence for a classification, certification may be made from a list created for another class of the same or higher rank in the same or in a related series if the duties of the class for which the selection procedure was given include substantially all of the duties of the position to be filled, provided that the department head finds that the use of the list is in the best interest of the County and that the necessary skills and knowledge were adequately tested in the selection procedure.

APPOINTMENT PROCEDURE. The appointing power shall make the final selection from among the certified eligible candidates and shall notify the person of appointment within ten days after the close of the interview process. The appointing power shall also notify the candidates not selected of their non-selection to the position within ten days after the close of the interview process. Those candidates not accepted, except through medical rejection, shall be returned to the appropriate employment list. The appointing power shall not employ or continue to employ a temporary or emergency employee if two or more available eligibles are on the appropriate employment list.

EMERGENCY APPOINTMENTS. In an emergency situation, when it is necessary to prevent stoppage of public business, loss of life, or damage to persons or property, the Board of Supervisors may authorize an appointing power to employ such persons as may be needed for the duration of the emergency without regard to the personnel rules governing appointments and medical examinations. Such appointments shall be reported to the Auditor-Controller before the person is paid. Persons appointed pursuant to this section shall be deemed to serve under emergency appointments. Time served under such emergency appointments shall not be considered as part of a probationary period for the purpose of conferring permanent status.

EMPLOYEE STATUS. Once the new employee has been selected and has accepted the position, and reported to work, and less special conditions of employment established by the Board of Supervisors, employee shall be considered a County employee and subject to all the appropriate rules, regulations, and benefits of employee's particular position.

It is the policy of the Board of Supervisors to hire a new employee, unless unusually qualified, at the entry level position - Step A - in the appropriate classification.

A new employee, other than sworn officers of the Sheriff Department, serves a six month probationary period. This period is considered the final phase of the employment test. It begins with the employee's first day of County service; the appointment is not final until the employee has successfully completed this period. While on a probationary appointment, the employee is expected to demonstrate that employee's work and conduct meet the standards established for the job.

All leaves of absence granted to the probationary employee extends the probationary period by the length of the absence(s).

An employee can be terminated at any time, without cause, during employee's probationary period. The termination of the probationary employee is not subject to documentation and review procedures, absent the showing of special circumstances. The probationary employee does not have the right to appeal.

While an employee maintains probationary status, employee earns all the benefits due a permanent, full-time employee, but employee cannot draw upon them. Only after employee has been awarded permanent status is employee due the benefits fully accrued and vested.

After satisfactory job performance and a favorable probationary period, a County employee's position is guaranteed as long as employee's work remains satisfactory, there is a need for the position, and there are funds for the position.

PROMOTIONS. A promotion is the movement of an employee from one class of position to another class of position having greater responsibilities and a higher salary range.

Subject to provisions of an affirmative action program, vacancies in positions shall be filled insofar as possible and consistent with the best interests of the County from among County employees.

The department head and/or personnel officer shall encourage economy and efficiency in and devotion to County service by encouraging promotional advancement of employees showing willingness and ability to perform efficiently the services assigned to them, and every person in County service shall be given the opportunity to advance according to merit and ability.

Promotions are awarded on a competitive basis and are available only to employees who have successfully completed their initial probationary period, excepting special circumstances occasioned by the heretofore approved lateral entry recruitment program of the Sheriff's office. No employee will be considered for promotion unless employee has met the minimum education and experience requirements and any license, certificate, or other evidence of fitness as prescribed for the class for which the selection procedure is given.

The department head shall make a selection from among the certified eligible candidates and shall notify the person of the appointment. The appointing power shall also notify the candidates not selected for appointment to the position. The appointing power notifies the Auditor-Controller of the selection.

For the purpose of determining eligibility for a step increase, the new anniversary date of any promoted employee shall be:

- (a) For employees promoted after the 15th of the month, the 1st day of the following month.

- (b) For employees promoted on or before the 15th of the month, the 1st day of the month such employee was promoted.

All promotions must involve at least a 5% salary increase, even though the regular entrance rate for the new job is less than the employee has been receiving in the lower position.

An employee who is promoted to a new position does not serve another probationary period unless a new probationary period is made a special condition of the promotion by the department head and/or unless State Law prescribes a different probationary period, e.g. Deputy Sheriff employees.

The employee's accrued benefits are not affected by the promotion.

If an employee is found to be unsatisfactory following a promotion, and if employee's former position has not been filled, or has been filled with a temporary worker, the employee shall be reinstated to employee's former position. If the position has been eliminated or permanently filled, the County will make every effort to relocate the employee in an appropriate position. If there is not an appropriate vacancy, the employee will be separated from County service.

All promotions and applicable documents shall be recorded in the employee's personnel file.

TRANSFERS. Transfer means the change without examination of an employee from one position to a similar position in the same class and pay range in another department; or to a similar position in another class with equal minimum qualifications and the same pay range either within the same department or in another department.

INTRADEPARTMENTAL TRANSFERS. The appointing authority may make transfers of employees from one position in his/her office or department to another position in his/her office or department not in the same class, provided the positions are in the same salary range and the employee possesses the minimum qualifications for the position to which employee is transferred. Intra-departmental transfers do not affect the employee's anniversary date or accrued benefits.

No employee shall be transferred to a position in another office or department unless prior to the transfer:

- (a) The two positions have similar minimum qualifications and duties and the affected employee possesses the minimum qualifications for the position to which employee is being transferred.
- (b) The positions, if not in the same class, are in the same salary range; provided that an employee may accept a transfer to a position in a lower salary range.
- (c) The appointing authority of the office accepting the transfer has approved the transfer in writing.
- (d) The employee has approved the transfer in writing.
- (e) The Auditor-Controller has been advised of the transfer.

TEMPORARY TRANSFERS. The appointing authority may temporarily transfer a regular employee to a regularly authorized position in a class having an equal or a higher salary range when the incumbent in such position is absent or when there is no incumbent for such position. Such temporary transfer shall not exceed a period of ninety days unless a longer period is specifically authorized by the Board of Supervisors. The salary of the employee during the period of such temporary transfer shall be determined in accordance with the following:

If the employee is temporarily transferred to a class having an equal salary range, there will be no adjustment. If the class has a higher salary range, the first thirty days there is no increase in pay. Thereafter, if employee meets minimum qualifications for a temporary position, the assignment will be treated as a promotion and salary of the temporary employee shall be determined in accordance with policy.

Upon termination of such transfer or assignment, such employee shall be restored to the position from which employee was transferred or assigned and at the salary step which such employee is entitled to receive at the date of such restoration, including any merit increase to which employee is entitled. Such temporary transfer shall not affect an employee's anniversary date, or benefits.

All transfers and appropriate transfer documents shall be recorded in the employee's personnel file.

VOLUNTARY DEMOTION. A voluntary demotion permits an employee to move downward within or between classification series and/or departments. Demotions may be made for career or personal reasons.

An employee may voluntarily demote to a vacant position when there is a vacant position in a lower class, the lower position has similar duties and responsibilities, the employee meets the minimum requirements for the lower position, the employee's written request has been approved by the department heads, and the Auditor-Controller has been advised.

A voluntary demotion will affect a probationary employee in the following manner:

- (a) Where the employee remains in the same department, employee's probationary period shall be a continuation of the probationary period spent at the higher level.
- (b) Where the appointment is to another department, the employee shall, upon request of the new department head, be required to serve a new, full probationary period.

A voluntary demotion will affect a permanent employee in the following manner:

- (a) Where the employee remains in the same department, employee shall not be required to serve a new probationary period in the lower class.
- (b) Where the appointment is to another department, the employee shall, upon request of the department head, be required to serve a new, full probationary period.
- (c) Where there is a return to a former class from which an employee has been promoted, the employee shall not be required to serve a new probationary period.

All voluntary demotions and supporting documents shall be recorded in the employee's personnel file.

RECLASSIFICATION. A reclassification is a change in allocation of a position based upon significant changes in kind, difficulty or responsibility of the position performed. A position may be reclassified after completion of a classification study by the Board of Supervisors or its designee and may be assigned to a higher class, a lower class or to another class at the same level and/or a department head may request that a position be reclassified. When a request is made by a department head, it shall be reviewed and approved or rejected by the Board of Supervisors.

Incumbents in a position being considered for reclassification shall be allowed to provide statements and evidence as may affect the classification of the position. Incumbents of reclassified positions will be entitled to move to the level of the reclassified position for which incumbent is qualified when a position in a class is reclassified to a higher level in the same class series, and the incumbent has performed the duties of the higher level and met the minimum qualifications for at least six months, the incumbent may be awarded that position.

If the position is reclassified to a class which is allocated to the same salary range as is the class of the position before it was reclassified, the salary and anniversary date of the employee shall not change.

If the position is reclassified to a class which is allocated to a higher salary range than the class of the position before it was reclassified, the salary of the employee shall be governed by the rules regarding promotions.

If the position is reclassified to a class which is allocated to a lower salary range than the class of the position before it was reclassified, the salary of the employee shall not change unless such salary is greater than the maximum of the range, in which case the salary of the employee shall be reduced to the minimum salary for the new classification. The employee's anniversary date shall not change.

RESIGNATIONS. An employee who desires to resign may do so by notifying the department head in writing at least two weeks prior to the effective date. If a permanent employee leaves without filing the necessary written notice at least two weeks prior to departure, the employee may be denied future employment with the County.

All appropriate documents and reports will be kept in the employee's file.

LAYOFFS. Layoff means separation from the County position because of extraordinary circumstances. The conditions for layoffs are a decrease in anticipated revenues, lack of funds, lack of work, due to reduction in services or change in services, due to return of employee who has the same position from a leave of absence or because the position has been abolished.

Layoff status and benefits are awarded only to permanent employees who are in good standing.

County employees shall be laid off as follows: First, employees will be released from the affected department(s). If the work force needs to be further reduced, all remaining departments will release employees.

Individuals will be laid off in the following order: emergency personnel, temporary personnel, probationary personnel, permanent part-time personnel, permanent full-time personnel. Employees falling within the same performance rating group shall be laid off or reduced after evaluation of seniority, performance reports and other pertinent considerations.

LAYOFF PROCEDURE. Before an employee is laid off, all possibilities for transfers, or (if applicable) demotion, must be exhausted. Once it has been determined that layoffs are necessary the following procedures will be taken:

- (a) At least two weeks prior to the effective date of a proposed layoff, the department head shall notify the affected permanent employee, via written notice, of the proposed action with the reason therefor. Advance notice to emergency, temporary and probationary employees is not required.

- (b) The names of permanent and probationary employees laid off shall be placed on a reemployment list within the department which laid off for the class or position involved in reverse order of release.
- (c) Employees who are reemployed within one calendar year after they are laid off will be entitled to the reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff.

Since a layoff is seen as an unpaid leave of absence, if the employee is reemployed within one year, employee's anniversary date does not change.

REEMPLOYMENT/REINSTATEMENT. ^{two} A permanent employee who is in good standing with the County and has been laid off or transferred or demoted in lieu of layoff shall be eligible for reemployment/reinstatement to a position in the same or related class with reasonably similar qualifications within one year from date of separation. Employees who seek reemployment/reinstatement shall have their names placed on an eligible list. The names of persons laid off or demoted shall precede the names of persons granted reemployment privileges after resignation. Regarding those who have been laid off, placement of name is to be in reverse order of layoff. The names of persons granted reemployment privilege after resignation shall be placed on the appropriate eligible list in order of date of application for employment. Persons placed on this list shall be afforded first consideration for employment. The names of any eligible on a reemployment list shall be automatically removed from said list at the expiration of a one year period. * If an applicant is recalled within one year, applicant will resume employment on the same basis as if the employee were returning from an unpaid leave of absence. Any person declining an offer of reemployment shall be stricken from the eligible list.

* two year per code

CHAPTER SIX

WORKING CONDITIONS

WORK HOURS AND OVERTIME. Mono County employees work a five day, thirty-seven and one-half hour week. However, some positions involve a longer work week, while other positions are set up on a shift basis. The exact schedule, including starting and quitting times, lunch hours and rest periods, can be determined from each department head. Less selected departments, County employees are not required to work overtime. However, unusual circumstances may require County employees to work late or to come in on their day off. Less employees who work in a department that is guided by a Memorandum of Understanding, each employee has the right to accept or reject overtime assignments. If employee wishes to work overtime, and provided that the department head has approved it, the employee will either be allowed time off equal to one and one-half times the extra hours worked or will be paid for the extra hours worked at the rate of one and one-half times employee's regular pay.

Appointed department heads are not eligible for traditional overtime benefits. For professional duties performed not during regular County business hours, they shall receive, subject to Board of Supervisors approval, ten days annual merit leave (Resolution #81-202). Merit leave cannot be taken in conjunction with regular vacation leave. No more than two days of merit leave can be used in conjunction with any County holiday.

PAYROLL PERIODS. Mono County has twelve payroll periods per year. Each pay period begins on the first day of the month and ends on the last day of the month. From each employee's check, federal tax, state tax, employee's association dues and retirement are deducted. Checks are either hand delivered to the employee, mailed to employee's home or directly deposited to employee's bank.

HOLIDAYS. Mono County has established the following days as paid holidays:

- (1) January 1st;
- (2) February 12th, known as "Lincoln Day";
- (3) The third Monday in February;
- (4) The last Monday in May;
- (5) July 4th;
- (6) The first Monday in September;
- (7) September 9th, known as "Admission Day";
- (8) The second Monday in October, known as "Columbus Day";
- (9) November 11th, known as "Veterans Day";
- (10) The Thursday in November appointed as Thanksgiving Day and the Friday following Thanksgiving Day;
- (11) December 25th;
- (12) The day chosen by an employee as his personal holiday.
- (13) Every day appointed by the President or Governor for a public feast, thanksgiving or holiday.

If January 1st, February 12th, July 4th, September 9th or December 25th falls on a Sunday, the Monday following is a holiday. If said holiday falls upon a Saturday, the preceding Friday is a holiday.

Every employee shall be entitled to one personal holiday per calendar year. The appointing authority may require the employee to provide five working days' notice in advance of the personal holiday.

If the dates of December 24th or December 31st fall upon the days Monday through Friday, inclusive, all County offices shall be closed for business from noon until midnight, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital and personnel of the Sheriff's department.

TRAVEL. Although it is the exception rather than the rule, County employees sometimes are required to travel away from their offices on County business. When it is necessary to travel in connection with the discharge of an official duty of employee's office or employment, the employee will be reimbursed for actual and necessary travel expenses only. Advances on travel may be arranged directly with the Auditor's office & must be settled within 5 days of return. It is preferable that the employee use county-owned vehicles when traveling on County business. County-owned vehicles are to be used only for County business. It is unlawful for any officer or employee of the County to drive, operate, or otherwise use any vehicle belonging to the County except when the same is being used upon business pertaining to the County. Authorization to use County vehicles is to be issued by the department head or the Board of Supervisors. Personal use of County vehicles is subject to disciplinary action. All operators of County-owned vehicles shall have a valid California Driver's License. Co-employees, spouses of officers and employees and pre-authorized non-county employees, may accompany officers and employees on an in-county and out-of-county trip where their attendance is required, with prior knowledge and approval of the department head. All highway citations accrued by an employee will be the responsibility of the employee. Highway violations will be subject to disciplinary actions and reported in the employee's file. The office of the County Counsel/Administrative Assistant and the Director of Public Works shall be notified by written incident report of all accidents and/or traffic violations within twenty-four hours of occurrence. All operators of County-owned vehicles shall check air, oil and operating accessories before operating vehicle.

When a County-owned vehicle is not available to employee, employee may, with the prior approval of the department head, use his/her privately-owned automobile for such travel and under such circumstances employee shall be reimbursed at a rate established yearly by the Board of Supervisors.

When a private airplane is used, employee will also be reimbursed at a rate established yearly by the Board of Supervisors. The cost of a second-class ticket will be awarded the employee when it is necessary to use commercial air transportation. The employee will be reimbursed for actual and necessary expense for chartered or rented transportation. The most economic manner of transportation must always be selected. No claim shall be allowed for traveling expenses or for travel outside Mono County unless authorized by State law or unless prior to incurring the expense, permission to do so is granted by the department head or the Board of Supervisors.

While traveling on out-of-County business, the employee is to receive regular wages. Employee is not eligible, however, for overtime benefits. A claim for reimbursement for travel expenses incurred must be able to be documented and shall not be presented later than three months after the claim first arose or accrued.

County-owned vehicles shall not be used for travel to and from place of residence by County employees including department heads and elected officials, absent specific Board of Supervisors approval. Rules regulating use are to be set by resolution. The Board of Supervisors shall, by annual resolution, set forth and specify rules regulating the use of County-owned vehicles.

Infractions of the rules of use set forth in the current resolution by any County employee may constitute cause for suspension or dismissal from County employment, or such other disciplinary action as is deemed appropriate by the department head or the Board of Supervisors.

MEALS. When an employee travels within the County, a receipt with an explanation and/or justification by the department head must accompany the meal claim. If, in the opinion of the department head, the employee is away from employee's office on special assignment, or if the purchase of the meals is in the best interests of the County, the reimbursement shall be approved. All claims, documentation and justifications shall be submitted to the Auditor for payment within three months of acquisition.

When the employee is traveling out of Mono County on approved County business, employee shall be awarded a maximum daily meal allowance. This allowance is determined and controlled by annual Board of Supervisors resolution.

When an employee attends a conference that features a banquet, the County of Mono will pay the actual and necessary expense of the banquet ticket. The banquet voids the corresponding meal allowance.

HOTELS/MOTELS. The County of Mono will reimburse the employee for all necessary and actual lodging expenses while traveling on authorized out-of-county business. Although the County of Mono has not set a maximum allowance for motel/hotel expenses, it is expected that the employee select lodgings that are convenient and reasonably priced. Documentation is required for processing the claim. Hotel accommodations for over three days requires prior approval by the Board of Supervisors.

ATTENDANCE RECORDS AND REPORTS. Each department head or designated representative shall keep an accurate and current record of the attendance, absences and status of each of the employees within the department, including records which reflect the amount of sick leave, vacation time, and compensatory time off accrued and allowed and such other records as may be related to the attendance and status of such employees. From such reports and records the Auditor shall determine the compensation due to each such officer and employee.

SICK LEAVE. Every permanent employee and officer shall accrue one working day of sick leave with pay for each full calendar month of full-time service, cumulative to a maximum of one hundred working days.

A permanent part-time employee shall accrue sick leave in the same proportion that employee's working hours bear to the normal working hours of a full-time position, and such sick leave shall be cumulative at the same proportionate rate to a maximum of one hundred working days.

All sick leave accumulated by any employee prior to the enactment of the ordinance codified in this chapter shall be carried forward and become a part of any accumulation herein contemplated.

Any employee compelled to be absent on account of injury or illness arising out of and/or occurring in the course of employee's County employment may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefore in the amount equal to the difference between the compensation received by employee under the Workers' Compensation Act and employee's regular County pay, not to exceed the amount of employee's accrued sick leave. In like manner, employee may elect to use any accrued vacation time and accrued time off for overtime after employee's sick leave is exhausted. The rights of the public safety officers as presently delineated in Section 4850 of the Labor Code of the State are incorporated by reference, and should that section change from time to time, either by numerical redesignation or placement in a different code, this section shall be deemed to reflect such changes and amendments.

Each full-time officer and employee and each part-time permanent employee shall accumulate sick leave with pay which shall commence with the first full month of employment, but may not be taken until such officer or employee has been employed continuously by the County for six months.

Sick leave may be used by an employee for medical appointments of the employee and employee's immediate family only.

Any employee who is absent from duty three or more consecutive days must, at the discretion of the department head, within ten days from the date that employee has returned to duty, and in order to be credited with sick leave, present to the department head or appointing authority a doctor's certificate of illness, which certificate shall indicate that the employee was ill, and by reason of said illness was unable to work during the period of time said employee was off duty. The department head or appointing authority shall forward this certificate to the Auditor as required in Section 2.68.140 of the Mono County Code.

After ten or more years of continuous service, any employee who retires, resigns, dies or is laid off by County action shall be paid for one-half of any accumulated sick leave, at employee's regular straight time rate of pay, subject to a maximum of fifty eight-hour days, or four hundred hours, said payment to be made to the employee or employee's designated beneficiary.

WORKERS' COMPENSATION. The purpose of Workers' Compensation is to provide injured workers-and those who depend upon them-a means of support when they are unable to work because of a job related disability. Its purpose is also to bring prompt recovery. Workers' Compensation is basically a no-fault system with benefits paid - no matter who is responsible.

All County employees are covered. The cost of this protection is borne totally by the County of Mono. No contribution is made by employees. Benefits are tax free and not subject to deductions for Social Security.

The term "industrial injury" means any injury or disease which results from work or working conditions and which occurs during the employee's service to Mono County.

Examples of an injury: A cut finger while using a paper-cutter in the County's service.

Example of a disease: Contact dermatitis (skin inflammation) resulting from exposure to chemicals or solvents during the course of work.

When an injury occurs, get help quickly! Give first aid if possible. If first aid is not available and it appears medical attention is required, arrange for treatment by the nearest doctor.

After securing medical assistance, the employee's immediate supervisor should complete the "Supervisor's Report of Accident" (see Exhibit "E") and submit it to the County Auditor/Controller. The Auditor will then complete other necessary forms and submit them to the proper authorities. Failure to submit these reports immediately could cause a delay in the employee's benefits.

The County is self-insured for Workers' Compensation. State Compensation Insurance Fund (4672 Georgetown Place, Stockton, CA 95207) holds the contract for the County's program. Their job is to determine compensability of claims and request payment of benefits. They will assist you on any questions that you have. Also, the Mono County Auditor/Controller is available to answer questions. It shall be mandatory for the employee, after treatment for a job related injury, to immediately contact his/her supervisor. Such notification shall be a condition of filing a Workers' Compensation claim through the County Auditor's office.

The County is sincerely interested in the welfare of its employees. It is for this reason that they are willing to temporarily adjust the job-related duties of the injured employee so that employee can return to work as soon as medically feasible. (Refer to Modified Work Assignment Agreement, Exhibit "F").

As a rule, the normal job of the injured employee can be restructured or the employee can be assigned to another position until recovery allows a return to normal work activity. Such temporary assignments will typically be allowed without loss of pay. The department head will be primarily responsible for developing the modified assignments.

The County will provide a vocational rehabilitation plan to any employee who becomes disabled and needs a permanent occupation change. During rehabilitation, the injured may receive temporary disability payments. A certified rehabilitation counselor and the County Auditor will assist in this vocational plan development. When the employee returns to work for the County in a different job classification or requires on-the-job training, their salary will be funded by discretion of the Board of Supervisors while they are in training until a regular ordinance position becomes available.

Benefits are paid to surviving dependents if any industrial injury leads to death. The benefits for a totally dependent spouse or child is Fifty Thousand Dollars (\$50,000). The benefits are increased to a maximum of Fifty-Five Thousand Dollars (\$55,000) if there are two or more persons wholly dependent on the deceased. (In addition, a burial allowance of up to One Thousand Five Hundred Dollars (\$1,500) is paid.)

VACATION WITH PAY. Each County employee and officer in County service prior to July 1, 1969, shall be entitled to fifteen working days of vacation leave with pay for each year of full-time service for the first ten years, to be accrued at one and one-fourth days per month. Thereafter, such employee shall be entitled to seventeen working days per year, to accrue at one and five-twelfths days per month; nineteen working days per year after fifteen years of full-time service, to accrue at one and seven-twelfths days per month; and twenty working days per year after twenty years of full-time service, the accrual dates to be set forth in this subsection. Not more than thirty working days' vacation time may be accumulated.

Permanent County employees and officers hired after July 1, 1969, shall be entitled to ten working days' vacation for each full year of service to be accrued at five-sixths days per month; fifteen working days of vacation after three years of full-time service; seventeen working days after ten years of full-time service; nineteen days after fifteen years of full-time service; and twenty working days after twenty years of full-time service, and accrual dates to be set forth in the subsection above. Not more than thirty working days' vacation time may be accumulated.

A permanent part-time employee shall accrue vacation with pay in the same proportion that employee's working hours bear to the normal working hours of a full-time comparable position. Not more than thirty working days' vacation time may be accumulated.

Any employee who has attained permanent full-time status or permanent part-time status and whose employment is terminated without employee having taken the earned vacation shall be entitled to pay in lieu thereof for the number of working days of vacation (not to exceed thirty working days) to which employee is entitled.

Each full-time officer and employee and each part-time employee shall accumulate vacation pay which shall commence with the first full month of employment, but